

## MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: Friday Update

DATE: November 20, 2020

### **Beeper**

The City Manager will be on KNND's Beeper Show on Monday, November 23<sup>rd</sup> from 9:00 to 10:00 am.

### **Business Virtual Meeting**

Thank you to all the businesses that joined the Thawing out the Freeze for Business virtual meetings this week. I enjoyed the opportunity to visit with each of you. I am so thankful for the leadership and examples that Cottage Grove businesses are setting in desiring to work together and support one another as we face the challenges associated with COVID-19.

### **Shop Local – Cottage Grove Businesses are Open**

Even though there are a handful of businesses in the community that are specifically ordered closed during the Freeze, many of our local businesses remain open and are ready to serve in compliance with all COVID -19 safety protocols. The Chamber and Downtown Cottage Grove has compiled a list of businesses they were able to contact and has posted the list on the Chamber's webpage. The list will be updated as new information is available. Any business, whether a Chamber member or not, can be on the list. Businesses can contact the Chamber of Commerce at (541)942-2411 or the Downtown Cottage Grove Executive Director Molly Murai at: (541)767-4129 to update or add their information to the list.

For great food, great gifts and great service please check out our local businesses this holiday season. The list of businesses is easy to find, just click on the big read button labeled, "Shopping During the Freeze" in the middle of the Chamber page at: <https://www.cgchamber.com/>.

### **Cold Weather Shelters**

PalletShelter delivered and directed the setup of the shelters that will be used in the Community Sharing Cold Weather Shelter program to the City Shop this week. The 18 shelters are temporarily set up within the City Shop compound until the site for the program is ready for the shelters. When the ground work at the site is complete the shelters will be moved and set on the site. Anyone interested in volunteering and assisting with the program this year can contact Community Sharing at: (541)942-2176 or Teresa Cowan (541)942-1185. Community Sharing will be putting together trainings for the volunteers before opening the program for activation on cold nights.

### **New Rules Galore This Week**

This week was a week for new rules. This week the new Oregon OSHA Temporary COVID-19 Rules went into effect and the Statewide Two-week Freeze began with its accompanying guidance and rules. The OR-OSHA rules and required posters can be found on the OR-OSHA website at: <https://osha.oregon.gov/rules/advisory/infectiousdisease/Pages/default.aspx>. The League of Oregon Cities also compiled a concise list of the basic deadlines of the rules on their website at:

<https://www.orcities.org/resources/communications/bulletin/osha-approves-temporary-rules>. The rules contain 19 appendices that have information that applies to specific job sectors.

The Two-Week Freeze resulted in a number of new guidance documents issued by the Oregon Health Authority which include additional face covering requirements and sector specific guidance that can all be found on the Oregon Health Authority webpage at: <https://govstatus.egov.com/OR-OHA-COVID-19>.

### **Second City Wide Leaf Pickup**

On Monday, November 30, 2020 the City Utility Crew will start the second round of leaf pickup in the City, even though they may not be finished with the first round of pickup. Crews will continue the first round of leaf pickup next week as there are a large number of piles of leaves that haven't been removed from the first leaf pick up. Heavy rains have caused the leaf piles to become saturated with water making them difficult to vacuum up as the wet leaves easily plug the vacuum tube on the leaf vacuum trailer. City crews are using the leaf vacuum to pick up small piles and a combination of dump trucks with a backhoe to load out the large wet leaf piles. If the large leaf piles dry out the vacuum will begin to pick up the larger piles. Please have your leaves out by the end of day November 29<sup>th</sup> for the second round of the leaf pick up starting on November 30<sup>th</sup>. The final leaf pick up is scheduled for the week of December 14<sup>th</sup>.

The leaf pickup is for leaves only. No grass clippings, shrub pruning, blackberry vines, branches or other debris. Leaves are to be placed on the street surface near the gutter on streets that have onsite parking. Please don't pile leaves on storm drain catch basins and away from parked cars. The City uses a large leaf vacuum pulled by a truck that needs room to vacuum the leaves up.

If you live along a street that doesn't have onsite parking or a private street you can haul the leaves to a drop site located at 3300 Row River Road near the entrance to the Row River Water Treatment Plant. Please don't place leaves in designated bike lanes or on sidewalks. If you have any questions please contact the Public Works & Development Department at 541-942-3349.

### **Air Purification Systems**

This week the City had REME HALO air purification systems installed in all City buildings where employees work indoors daily. The air purification systems use a UV treatment combined with an ionized advanced oxidizer to destroy pollutants at the source, in the air, and on surfaces before they can reach employees. The system kills bacteria, mold, and viruses. It also reduces odors, particulate, and smoke. Tests have proven that the REME HALO kills 99% of sneeze germs within 3 feet from the individual that sneezes and 99% of viruses on surfaces. The REME HALOs are installed in the return air lines of the heating and cooling systems. The City was able to use COVID 19 funding to purchase and install the systems. This will improve the air quality for the City employees and visitors in City buildings.

### **Historic Renovation Grant DEADLINE EXTENDED**

The Cottage Grove Historic Landmarks Commission is continuing to accept Historic Renovation Grant applications for the 2020-2021 fiscal year. Applications are due to the Public Works & Development Department by **December 21, 2020**.

This program is designed to assist Historic Downtown business & property owners with needed historic renovations. All projects must be located within the National Register Historic District, and must be for exterior work. Past projects funded through this program include the restoration of neon signs, repainting historic murals, window repair, brick & mortar repair, stucco repair, restoration studies, and new awnings.

A total of \$10,000 in City funds will be distributed between successful applicants. Typical grant awards are from \$500 to \$3,500. Each applicant must match this award at a 1:1 ratio. Projects must be complete by June, 2021.

This is the eighth year of this grant program. Prior recipients have included the Cottage Grove Hotel (new awning), Burkholder Woods (corbel repair), Mortier building (Coca Cola mural, masonry repair), 802 E. Main Street (new stucco, roof repair), the Bookmine (awning and siding repair), and the First National Bank (masonry cleaning, windows repair).

For more information on the Historic Renovation Grant Program, please contact the Public Works & Development Department at (541) 942-3340. Applications and grant program guidelines are available at [www.cottagegrove.org](http://www.cottagegrove.org) or from the Public Works & Development Department, City Hall, 400 E. Main Street. You can email Amanda Ferguson, City Planner, at [planner@cottagegrove.org](mailto:planner@cottagegrove.org), for more information.

### **Vision Keeper Committee**

The Vision Keepers Committee has three "At Large" positions open. Applicants are being sought for two, two-year terms and a one-year term. Applicants will be interviewed and then confirmed by the Cottage Grove City Council. The role of the Vision Keepers is to monitor progress of the Cottage Grove 2037 Vision Action Plan, encourage implementation of actions, provide technical assistance or support where appropriate, produce annual progress reports, and recommend minor modifications to the plan as necessary. The Vision Keepers hold quarterly team progress meetings, and develop annual awards to recognize individuals and organizations for exceptional service toward promoting achievement of the Cottage Grove 2037 Action Plan. The deadline to apply for the Vision Keepers Committee is Friday December 11, 2020, at 5:00 pm. Applications can be obtained by visiting the City website at: [www.cottagegrove.org](http://www.cottagegrove.org) or by emailing, [communitycoordinator@cottagegrove.org](mailto:communitycoordinator@cottagegrove.org). For further information call the Community Service Department at (541) 942-1185.

### **Historic Landmark Commission Application Extension**

The City of Cottage Grove is recruiting volunteers for four positions on Historic Landmark Commission. The Commissioners are appointed by the City Council. The Historic Landmark Commission meets once a month on an as needed basis in the evening. People interested in applying for the Commission need to complete a Historic Landmark Commission application available on the City's Jobs and Volunteers webpage at: [www.cottagegrove.org/jobs](http://www.cottagegrove.org/jobs). Applications can also be received by contacting the Public Works & Development Department at City Hall. Applicants must have a **demonstrated positive interest, knowledge, or competence in historic preservation**. The deadline for receiving applications has been extended until **December 4<sup>th</sup> at Noon**. For further information please contact the Public Works & Development Department at (541) 942-3340.

### **Weekly Update # 7 Southmayd Family by Jason Bush**

The plans were sent off to the Oregon and Washington Truss Joist International representative, Mike Bair on Tuesday after discussing our project with him. Mike Bagley, his partner called me back yesterday to inform me that TJI will be preparing a shop plan for me and that they have authorized the donation of the TJI's as well as the 7/8" Edge Gold floor sheathing. They indicated that they will contact Parr Lumber to package it up and deliver it to the job-site at the appropriate time.

We plan on doing the same with the Simpson Strong Tie organization, as they often have a representative at our quarterly business meetings too. It would be nice to obtain all the project hardware such as hold downs, hurricane ties, and joist hangars.

Another huge hurdle for the project is the main lumber package which I plan on going to Seneca Sawmill for once our job superintendent gets me a bill of lading for the materials. I used to grade lumber for them which gives me a foot in the door, I hope. The beams, headers, and glue-lams I will have to try and obtain from Square Deal, or another smaller hardware store as I'm saving up the bigger donation packages for Jerry's, Home Depot, and Lowes.

We had a few plan review issues that the designer is resolving now. I'm also in the process of doing some value designing to get some of the costs down. Things like eliminating the front door side-lights, some pocket doors in place of the more expensive barn style doors, and removing fake dormers which saves some money and alleviates some maintenance issues down the road.

So, at this point we're waiting on the final revisions to the plans while we try to obtain the materials for the septic tank and drain field. I have contractors standing by to install the system just as soon as I can obtain it. We are also concentrating on removing a couple trees, including one the power company wants removed to facilitate a new power pole, so that we can get the power trenched to the project.

Lastly, I was able to finish the letter to the American Red Cross, and they have forwarded it on up the ladder. Lynn Hermanson is our caseworker at this point and she is very supportive, and like she said "I'm like a dog with a bone now" I won't let up until we get you some help.

### **Next Week's Friday Update**

There will be no Friday Update next week because of the Thanksgiving Holiday. Have a safe and happy Thanksgiving. Thinking about our many blessings and opportunities that we have is even more important this year as we are faced with the challenges that we have experienced in 2020. Being thankful for what we do have, will give us the strength to meet and pass those challenges.

### *Quote of the Week:*

*"What if today, we were just grateful for everything?"*

*~Charlie Brown~*